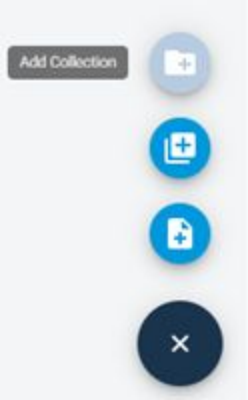
Quick Sheet: Collections

This Quick Sheet describes how you would work with collections. Collections are visible only to the user who created them and users belonging to the associated content categories. The primary purpose is to organize a subset of assets for recall later. Unlike lightbox, multiple collections can be created and saved. **You can find collections visible to you by filtering on "Collection" in the Asset Type filter or by searching for the collection name.**

In order to add assets to a collection, the collection must be created first.

Creating a Collection

1. Hover over the *Floating Action Button* near the bottom and select *Add Collection* from the list.



2.

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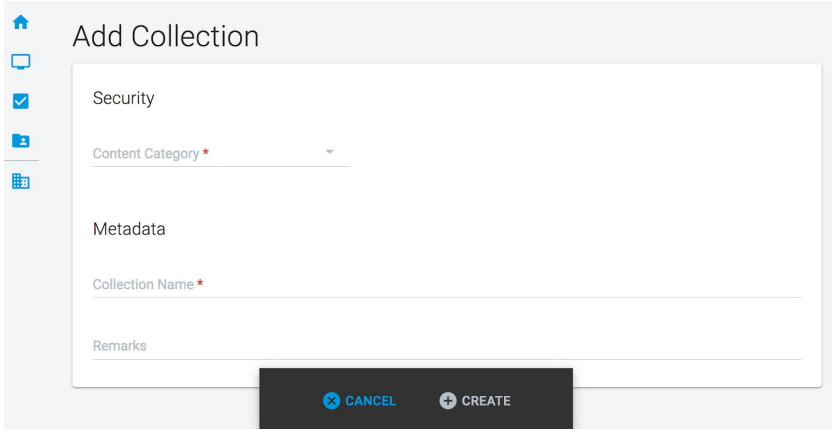
New Collection form is displayed.



3. Select one or more values for Content Category. Users belonging to the groups associated to the content categories will have access to the collection as well.
4. Enter Collection Name.
5. Click on Create.

Adding Assets to Collection

1. Locate the asset that you want to add to a collection
2. On the asset, click on *Add To Collection* icon.

3. Type in Collection Name, click ADD.

Note: The collection must already exist. Typing a new collection name will NOT create a new collection.

Adding Multiple Assets to Collection from Homepage

1. Locate the assets that you want to add to a collection.
2. Select the checkboxes of the ones you want to add.

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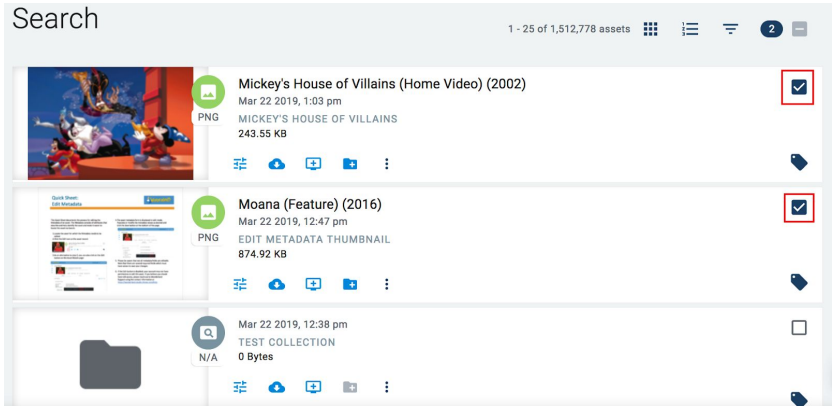
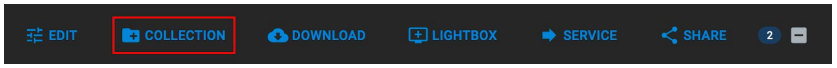


3. Click on COLLECTION to add assets.



4. Type in Collection Name, click ADD.

Adding from Asset Detail Page

1. In Asset Detail page, click on COLLECTION

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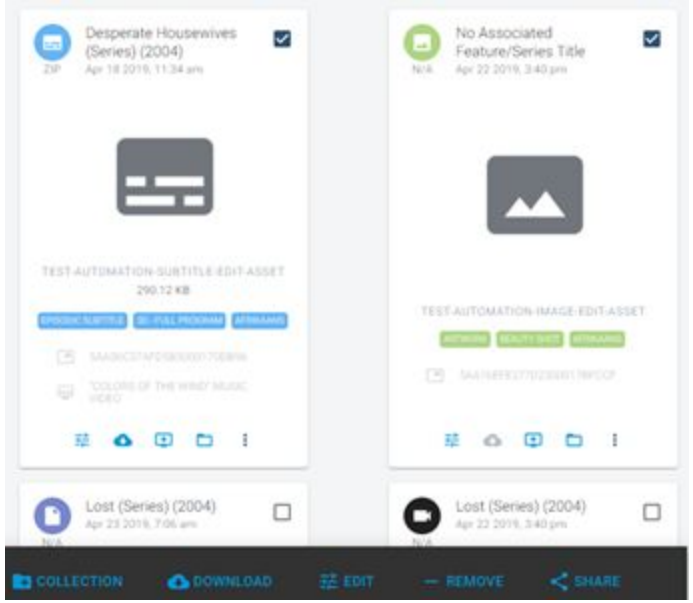
2. Type in Collection Name. Click ADD.

Removing Assets from Collection Detail Page

1. Locate the collection that you want to manage.
   a. You can search for the collection via facets.
   b. You can also locate the asset and click on the collection link under Descriptive Metadata (General).

2. Select the assets you want to remove.
3. Click REMOVE.



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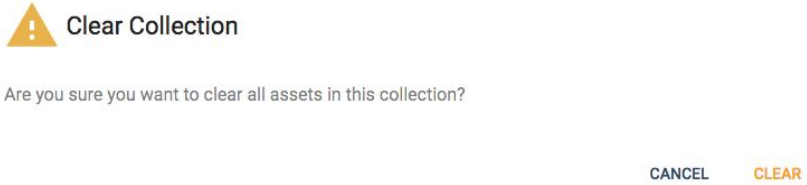
4. Click REMOVE to confirm.

Clearing Assets in a Collection

1. In Collections Detail page, click CLEAR.

2. Click CLEAR to confirm.



3. Poof! All the assets are removed from the collection.